

Pettee Memorial Library Trustee Meeting Minutes

August 13, 2024

5:00PM in the library

Present: Carolyn Palmer, chair; Louis Clark, treasurer; Marie Paige, secretary; Chrystal Holt, Monique Johnson, Max Hunt, Library Director

Meeting called to order: 5:04pm

Potential addition of items to the agenda

Book storage

Carolyn will call OSEC to see what it would cost to rent a space for the books. Then Monique will share that cost with Friends of the Library to see if they will take on that cost.

Friends of the Library - have some storage already in the former music room closet.

Front door - review historical photos to see if there is evidence that glass was originally in the inlaid panels

Public Comments

Secretary's Report: July 9

Monique made a motion to approve the July 9 report.

Louis seconded the motion.

All approved.

Treasurer's Report: July

Chrystal made a motion to approve the July report.

Marie seconded the motion.

All approved.

- Discussion re :fund management-tabled to next month as Louis was not able to arrange an appointment as the fund manager not in the office.

Director's Report:

- workshop discussion
- Prime discussion
 - Marie made a motion to have Max open a Prime Business membership - \$179/year
 - Chrystal seconded the motion.
 - All approved.
- Discussion: re heat pump systems
 - Need to add more power so need to learn what that entails. We will continue will discuss next month once we have the needed information.
 - Website - Max will look into services that help design and support libraries. Board asked for more data points.

Meeting adjourned: 6:34pm

Chrystal made a motion to adjourn.

Monique seconded the motion.

All approved.

Next Meeting: in the library, 5:00PM on September 10, 2024

Reports attached

Respectfully submitted by Marie Paige, secretary

**PETTEE MEMORIAL LIBRARY
TREASURER'S REPORT
July 31, 2024**

	Total	General Fund	Revitalization Fund
Cash available as of July 31, 2024:			
General Fund Checking	\$ 56,517.44	\$ 56,517.44	
Revitalization Fund	189,729.75		\$ 189,729.75
Total Cash Available	\$ 246,247.19	\$ 56,517.44	\$ 189,729.75
Credit Card Payable	\$ 16.07	\$ 16.07	
Friends of the Library	9,873.57	9,873.57	
Unexpended Grants	11,127.01	11,127.01	
Payroll Taxes Payable	935.14	935.14	
General Fund	34,565.65	34,565.65	
Renovation Fund	34,269.35	-	\$ 34,269.35
Town Capital Fund	16,498.22		16,498.22
Endowment Funds	138,962.18		138,962.18
	\$ 246,247.19	\$ 56,517.44	\$ 189,729.75

General Fund Balance 6/30/24	\$ 44,271.74
Current Year Income (Loss)	<u>(9,706.09)</u>
General Fund Balance 7/31/24	<u><u>\$ 34,565.65</u></u>

August 13th - Director's Report

July Statistics:

Circulation: 1516	Attendance: 2041
Website visits: 7369	ILLs: 77 borrowed / 26 loaned
Computer usage: 92	Palace: 75 circs / 0 new patrons

Adult Programs held: 4 / 14 attendees
YA Programs held: 1 / 8 attendees
J Prog. held: 5 / 38 attendees
General Programs: 1 / 30 attendees

Program Report:

- July Book Club had 5 attendees to discuss Kevin Wilson's *This Is Not The Time To Panic*. August will be *The Great Divide* by Cristina Henriquez. Jennifer will be leading August Book Club.
- Cookbook Club was held July 3rd and had 6 attendees.
- Laura had 34 attendees to Storytime in July, including 30 attendees at the July 29th Boba Tea Party. Laura also participated in Wings program events offsite.
- In addition, the Blue Oyster Mushroom event on the 29th also brought an impressive turnout of around 30 people. Kudos to Laura for running that workshop.
- The July Writers Group had 4 attendees; Poetry Party also drew 4 attendees.
- Legos Club consistently drew around 2-3 participants. There is significant interest in this club. I believe it would benefit from a more structured format.
- Pettee Staff discussed new programming ideas, and the possibility to reprising several past programs. I am conducting a pilot "Movie Night" program on Aug. 22nd. We also began to put out feelers for a "How-To" type program, where members of the community would share hobbies/interests/skills.
- I met with Christine Sweeter from the Whitingham Library to discuss our collaboration on the 2024 Vermont Reads book, *Gather* by Kenneth Cadow, which will be our November Book Club selection. Christine has applied for a grant to conduct collaborative programming, and we are seeing if we can get the author himself, or a state discussion facilitator, to come and speak at the November 20th Book Club meeting at Pettee. We will be designing programming and displays around the book during that time as well.
- I was contacted by the musical group HungryTown, which tours libraries across the country, concerning interest in hosting the group at Pettee this December or Spring of 2025. The cost would be \$500, which covers all promotion and fees.

Library Operations Report:

- The Friends of Pettee Memorial Library held their Annual Book Sale August 3rd. Despite a shortened schedule due to the weather, the F.O.L. was able to pull in \$1,071.75 in one afternoon!

A supplemental book sale around Labor Day or during the Wine & Harvest Festival was discussed during the F.O.L. meeting on August 5.

- We have collected 665 lbs. towards our Trex plastics challenge.
- Lynne completed an initial weeding of the General Adult Fiction section of the library collection. This resulted in 132 books being weeded from the collection.
- The Martha Greene Room served as the set for a student film project directed by patron Lincoln Hurley on July 26th. I've asked Lincoln to keep us abreast of the project and to share the finished film with us if possible.
- The library received a grant of \$250 from the Smith Tenorio Family Charitable Fund, through Fidelity Charitable Grants. I will generate a thank you letter to go out to the donor this month.
- I am investigating a facilities grant to help us offset some of the costs associated with upgrading our HVAC and electrical systems. The grant is provided by the VT Dept. of Buildings & General Services for "shovel-ready projects," and will match up to \$25,000. Applications are due September 10th.
- I met with representatives of Revize, which does website development for municipal organizations and libraries. They put together a proposal to build us a website from template, which includes data protection, tech support and is very user-friendly for patrons and staff. Estimated cost is \$2,700 for the first year; \$1,200 for maintenance and tech support annually after. Option to pay in 4-year plan (\$1,575 annually). Implementation would take 4-6 weeks. See additional documents attached to email.
- I met with Jennie Rozycki at the McCullough Library in North Bennington to discuss our transition to the Catamount Library system and Koha operating platform. She gave me an overview of the system and explained the transition timeline. I also attended Catamount's August virtual meeting on Friday, Aug. 9th. The beginning of our transition into the Catamount/Koha ILS system is dependent on the terms of our Biblionix Apollo contract.
- I met with the members of Sustainable Libraries Initiative on Aug. 7 to introduce myself and apprise them of our efforts to address our HVAC upgrade, as well as our Community Garden.

Policy & Personnel Report:

- Lynne and I have both registered for the Certificate of Librarianship Program with the VT Department of Libraries.
- Laura and I discussed policy regarding parent supervision of children in the library, in response to an incident. The matter was resolved without issue.
- Lynne, Jennifer, and I discussed developing policies limiting the number of "New" items a patron can check out at one time, as well as the number of reserves a patron can place on hold at once. We settled on a cap of 3 new books per patron, and 5 reserve items at once. We also discussed membership renewal suspension for egregious outstanding "lost/damaged items" until debts are paid or replaced. I will write official policies to present to the board for approval.
- Lynne and I also discussed our privacy and filming policy, considering recent "First Amendment Audits" being conducted by private citizens in the region. We intend to follow recommendations from ALA and the VT Department of Libraries regarding this issue.

Upcoming Events:

- Storytime – Every Monday @ 10:30 am
- Lego Club – Every Friday @ 3 pm
- Writers' Group- May 9th @ 4pm
- Fairy Stroll – August 17th
- Staff Meeting- August 20th @ 4pm
- Book Club- August 21st @ 6pm
- End of Summer Reading Party – August 24th @ 11 am

Respectfully submitted,
Jeremey Max Hunt
Library Director